

## **0930.02 Disposition of Surplus of Historical Significance**

Issued January 1, 1994

**SUBJECT:** Disposition of Surplus of Historical Significance.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To ensure that State property which is historically significant because of its age, use or association will be transferred to the permanent collection of the Michigan Historical Museum if it is in surplus to the agency of origin.

**CONTACT AGENCY:** Department of State - Bureau of History, Michigan Historical Museum (MHM).

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**SUMMARY:** This section provides the procedure for ensuring that the MHM is given the opportunity to acquire State-owned property which is being transferred to the Department of Management and Budget as surplus property.

All agencies should be aware of the museum's responsibility to collect, preserve and document objects of historical significance--especially if related to State government.

**APPLICABLE FORMS:** None.

### **PROCEDURES:**

#### **Agency:**

- Provides written notice to the MHM regarding disposition of surplus property of historical significance.
- May request assistance from MHM staff in determining historical significance, preparing inventory lists and arranging for transfer.
- Transfers property to the Bureau of History.

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